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(CENTRAL GOVERNMENT)
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18th October, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **University Council of Jamaica**:

1. **Director 1, Public Procurement (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Records Manager (PIDG/RIM 5)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
4. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.
5. **Senior Office Attendant (LMO/TS 3)**, salary range \$11,202 - \$12,674 per week.

1. **Director 1, Public Procurement (GMG/SEG 1)**

Job Purpose

The Director 1, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested, in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Acts as Procurement Co-ordinator and Lead Evaluator;
- Provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Manages the Annual Procurement Budget and alerts the Executive Director as necessary, to avoid overruns or underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization Procurement Training Seminars/Workshops;
- Co-ordinates reports for submissions to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GoJ standards and disseminated timely and accurately;
- Monitors the Organization's Procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to officers;
- Provides the Finance Unit with the necessary assistance and information as it relates to the preparation of cheques for payments and Reconciliation of Accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the Procurement Guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;

- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Certifies all invoices, Payment Orders prior to submitting to the Finance Unit;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the organization to be exempted from these taxes;
- Ensures that all funds allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement guideless of the FAA Act.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government Procurement Guidelines and the FAA Act
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Good knowledge of computer applications
- Sound integrity
- Excellent oral and written communication skills
- Excellent interpersonal, people management and customer relations skills
- Ability to work in a team
- Good negotiating skills
- Ability to work under pressure and meet deadlines
- Good problem-solving and decision-making skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
- Five (5) years' experience in a similar position.

2. Records Manager (PIDG/RIM 5)

Job Purpose

The incumbent will develop, implement and maintain a comprehensive Records Management System for the University Council of Jamaica.

Key Responsibilities

- Develops and maintains computerized and manual Records Management systems for the UCJ's official documents, including the on-going design, implementation, and management of an imaging system;
- Conducts needs assessments to identify document management requirements of Departments or end users;
- Develops Work Plan for the Records Management Function and reviews, evaluates, and makes recommendations on work products, methods, procedures, and policies;
- Develops or configures document management system features, such as user interfaces, access profiles, and document workflow procedures;

- Participates in the development, implementation, and maintenance of policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents;
- Determines document management policies to facilitate efficient, legal, and secure access to electronic content;
- Develops a document or content classification taxonomies to facilitate information capture, search, and retrieval;
- Assists in the assessment, acquisition or deployment of new electronic document management systems;
- Implements electronic document processing, retrieval, and distribution systems in collaboration with other Information Technology Specialists;
- Administers document and system access rights and revision control to ensure security of system and integrity of master documents;
- Reviews and updates the UCJ's Records Retention Schedules and vital records, including working with staff to inventory records;
- Provides for and administers the appropriate destruction of records;
- Co-ordinates requests for public records submitted under the Access to Information Act within guidelines stipulated by the Act;
- Researches records to prepare reports and provides follow-up information to customer and staff inquiries, as well as schedules and co-ordinates review of records;
- Participates in development of training materials, and assists in departmental and organization-wide training sessions on Records Management related topics and Email/Internet Policy;
- Co-ordinates training for and trains users on the operation of the Electronic Records Management System;
- Communicates and ensures compliance with the UCJ's policies and procedures pertaining to the distribution of proprietary and confidential information and documentation to the public;
- Serves as liaison to all Departments on Records Management related issues;
- Co-ordinates the work of Records Management staff, providing guidance and direction regarding proper Records Management practices and procedures;
- Agrees on objectives and performance targets with staff supervised and conducts interim and annual performance appraisals;
- Assesses staff training requirements on an on-going basis and ensures provision of structured training programmes and on-the-job coaching;
- Manages and monitors budget and resources of the Department;
- Supports the maintenance of third party certifications (ISO 9001);
- Reviews all UCJ documented information to ensure that they conform to QMS policy and procedure;
- Supports the training and orientation of all company personnel in the documented company policies;
- Assists with the maintenance of the UCJ's Management Review, Audit and Risk Assessment Schedules;
- Supports the conduct of QMS Compliance Audits;
- Prepares and submits monthly reports relating to the QMS compliance as required.
- Archives and maintains the company's Library of QMS resources;
- Assists in identifying proactive solutions by collecting and analyzing quality data;
- Keeps records of quality reports, statistical reviews and relevant documentation;
- Assists the Process Owner in the maintenance of the core and supporting processes associated with the UCJ's Quality Management System;
- Assist the Process Owner in the implementation of proactive solutions to continually improve the core process;
- Assists the Process Owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management System;
- Performs other related functions as directed.

Required Knowledge, Skills and Competencies

- Knowledge of applicable laws and regulations
- Knowledge of principles and practices of records management, including records retention laws/guidelines
- Knowledge of manual and electronic records management systems
- Methods and techniques of document indexing and coding
- Sound oral and written communication skills
- Sound interpersonal skills, including providing coaching and counselling
- Sound decision-making and problem-solving skills
- Sound Integrity and maintain strict confidentiality

- Customer and Quality Focus
- Strong organisational, research and analytical skills
- Proficiency in the use of Microsoft Office applications
- Ability to work well under pressure

Minimum Required Qualification and Experience

- Bachelors' Degree in Library and Information Studies, from a recognized University, or a related degree.
- Certificate in Records Management.
- Three (3) years' experience working as a Records/Information Manager, Librarian or in a related field.

3. Public Procurement Officer (GMG/AM 3)

Job Purpose

The incumbent will provide support to the Director 1, Public Procurement and is responsible for assisting in the procurement processes required for the acquisition of goods and services essential for the operation of the organisation. The incumbent will ensure that all procurements are conducted in accordance with the GOJ's Procurement Guidelines and Procedures (Public Procurement Act, 2015).

Key Responsibilities

- Prepares Tender Notices and Advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents the Procurement Branch as Tender Officer, at Tender Closing and Opening Exercises;
- Maintains Procurement Records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Term of Reference (TOR) and prepares Requests For Proposal (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TOR's and bidding documents for all required Procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within mandated Procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Departments for the procurement of goods.

Vendor Management:

- Maintains a list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to Office and medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality deliver times, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains procurement records of such items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.

Procurement Reporting:

- Monitors and reports the Procurement Implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings;
- Assists the Process Owner in the maintenance of the core and supporting processes associated with the UCJ's Quality Management System;
- Assists the Process owner in the implementation of proactive solutions to continually improve the core process;
- Assists the Process Owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management System;
- Performs other related functions as directed by the Accountant/Director of Finance.

Required Knowledge, Skills and Competencies

- Extensive knowledge of Government Procurement Guidelines and Procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Knowledge of Office Management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications
- Sound integrity
- Good oral and written communication skills
- Good interpersonal, people management and customer relations skills
- Ability to work in a team
- Ability to use initiative
- Ability to work under pressure and meet deadlines
- Good problem-solving and decision-making skills
- Time Management skills

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years working experience in Procurement.

4. Senior Secretary (OPS/SS 3)**Job Purpose**

The Senior Secretary is responsible for providing secretarial and administrative support to the Executive Director's office to ensure the efficiency and effectiveness of its operations.

Key Responsibilities

- Composes and types letters, memorandum, reports and Budget;
- Develops, revises and maintains standardized documents, policies and procedures;
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility;
- Schedules and cancels appointments and maintains Diary;
- Schedules meetings and reserves rooms for meetings;
- Processes mails, including receiving, sorting, logging and distributing incoming and outgoing mails, correspondences and packages;
- Prepares materials for workshops, conferences, meetings, duplicates/collates;
- Ensures an effective filing system is maintained of all files and records;
- Prepares Minute Sheet for all files;
- Takes dictation and transcribes dictation;
- Takes Minutes at meetings, where directed and prepares Minutes and Action Sheet for circulation;
- Maintains Attendance Reports, Leave Records, Trip Records and logs of meetings;
- Prepares reports as necessary;
- Maintains and processes forms as necessary;
- Assists with the preparation, calculation and execution of the Unit's Budget;

- Orders and maintains an inventory of supplies for the Unit;
- Assists the Process Owner in the implementation of proactive solutions to continually improve the core process;
- Assists the process owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management System;
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong Customer and Quality Focus
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Results-oriented and takes initiative
- Excellent planning and organizing skills
- Ability to work in a team
- Displays high level of integrity and confidentiality
- Ability to speed write and transcribe Minutes of meetings
- Good knowledge of office practices and procedures
- Good Records Management skills
- Proficient in Microsoft Office Applications
- Proficient in typewriting at a speed of 50-55 words per minute

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS/CAP) **OR** Certificate in Administrative Management (MIND) **OR** any other equivalent Secretarial Studies from an accredited tertiary institution;
- Five (5) CXC/GCE 'O' Level subjects/ including Mathematics and English Language;
- Five (5) years' working experience in a secretarial or administrative field.

5. Senior Office Attendant (LMO/TS 3)

Job Purpose

The incumbent will provide efficient support services to enable the University Council of Jamaica to carry out its mandate by providing clean and healthy offices and to cater to both internal and external clients of the Council, by serving refreshment for meetings, conferences and workshops.

Key Responsibilities

- Ensures and maintains clean and tidy offices for the Executive Director and other members of staff;
- Prepare and serve tea, coffee and cold beverage to the Executive Director daily, staff and visitors as requested;
- Ensures that Washrooms are cleaned and equipped with the requisite amenities at all times;
- Ensures that scheduled meetings are prepared for ahead of time;
- Prepares Conference Rooms for all meetings, conferences, workshops and social gatherings ensuring that all occasions are catered for with refreshments and appropriate utensils;
- Submits request for the purchasing of utensils, crockery, glasses, and tea supplies to the Property and Procurement Manager as needed;
- Cleans and waters office plants;
- Serves refreshment and lunches at occasions, when necessary;
- Reports faulty faucets, broken or damaged equipment and utensils;
- Reports situations that may arise to prevent or halt the delivery of services;
- Maintains records of stocks received and stocks issued;
- Ensures that adequate supplies of stock and utensils are available at all times for meetings;
- Ensures appliances are properly utilized and maintained;
- Ensures tablecloths are changed and washed regularly;
- Performs relief customer service duties at the front desk when requested;
- Ensures cheques are encashed as directed;
- Receives requests from Units and personnel to make photocopies of documents;
- Makes photocopies of, collates and returns copies and original documents;
- Utilizes the binder machine and binds documents as required;

- Ensures that the photocopy and document binding meet with the required standards and are performed within required time guidelines;
- Checks and ensures the adequacy of photocopier and binder accessories and supplies such as ink, paper and staples;
- Prepares requisition to replenish accessories and/or supplies as necessary;
- Maintains summary of number of photocopies generated and copy paper utilized daily
- Monitors the functioning of the machines, ensures reasonable care and schedules maintenance;
- Reports any machine deficiencies or malfunctions;
- Ensures that only authorized personnel operate the photocopier and binder when required.

Required Knowledge, Skills and Competencies

- Knowledge of photocopying and binding functions
- Good housekeeping skills
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Good planning and organizing skills
- Well-mannered and good deportment
- Uses initiative
- Responsible and reliable
- Follows instructions well
- Ability to use Microsoft Word
- Ability to read and write
- Ability to prioritize, work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Secondary School Education;
- Two (2) years working experience in a similar position;
- Training in Customer Service.

Applications accompanied by résumés should be submitted **no later than Monday, 31st October, 2022 to:**

**Executive Director
University Council of Jamaica
31 Windsor Avenue
Kingston 5**

Email: jobs@ucj.org.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**